



# Chemical Monitoring Waiver Application for Surface Water Sources

Waiver Due Date(s)  
 \_\_\_ VOC  
 \_\_\_ SOC

## Section 1. Source and Owner Identification

- All systems must renew their waivers every three years regardless of waiver duration.
- If you have more than one source there should be one application for each source.
- Answer all questions and fill in all unshaded boxes.
- Be sure to return the completed application(s) prior to your waiver expiration date.
- The protocol for granting sampling waivers are established by Env-Dw 712.19.

System and Source ID #	
System Name	
Town	
Source Type and Description	
System Owner	
Owner's Address	
Person to Contact About This Application	
Contact's Phone No. & E-mail Address	
Contact's Address	

## Section 2. Surface Water Intake Protection Area

### Review Your Delineation

The enclosed map shows the **Surface Water Intake Protection Area (SWIPA)\*** that has been approved by the DES for this surface water source. Do not revise the delineation without prior approval from the DES. Please answer the following questions.

Is the surface water intake correctly located?	Yes	No
Is the SWIPA shown on the map correct?	Yes	No

\* For the purposes of this program the SWIPA is the watershed area within 4,000 feet of the intake.

## Section 3. Inventory of Potential Contamination Sources (PCSs)

A PCS is a facility that stores, uses, or handles hazardous substances such as gasoline or chemicals in greater than household quantities.

A PCS inventory includes your entire SWIPA(s). Do not assume that the enclosed map shows all the PCSs that exist in your SWIPA.

### Why do I have to update my inventory of PCSs?

PCSs represent potential threats to your source(s) because they use, handle, or store hazardous substances. The Chemical Monitoring Waiver Program requires that you identify and educate all potential threats to your source(s) within your SWIPA to minimize the chance of a release of contaminants. You must have an accurate, up-to-date inventory of PCSs to ensure that you educate all the PCSs that currently exist in your SWIPA.

### How do I update my inventory of PCSs?

**Step 1:** Refer to the enclosed map to see if it shows any PCSs in your SWIPA. Check to make sure that the map and accompanying report are accurate.

**Step 2:** Conduct a visual search, called a **windshield survey**, of your entire SWIPA to look for PCSs that exist but are not shown on the map. To do a windshield survey you must drive all the roads in your SWIPA.

**Step 3:** Mark the locations of any additional PCSs that you find during the windshield survey on the map and add their names and addresses to the report of PCSs.

**Step 4:** If there are changes, make copies of the revised map and report of PCSs to return to the DES with this application.

Did you complete steps 1 - 4?	Yes	No
Did you find any additional PCSs during your windshield survey?	Yes	No
Are there any PCSs in your SWIPA?	Yes	No
Are there any changes to the map or report?	Yes	No
Please list the types of recreational activities that are allowed on your surface source (i.e. motor boating, swimming, etc.):		
Is there any recreational vehicles (i.e. ATVs, snowmobiles) usage within 200 feet of the source intake?	Yes	No
Does the system have any VOC or SOC treatment system in place? If so, please describe:	Yes	No

## Section 4. PCS Management Program

Local authority to enforce the BMP Rules can be achieved by completing groundwater reclassification or by passing a local ordinance. Various options are available to help public water systems protect their sources of drinking water. Refer to [www.des.nh.gov/dwspp](http://www.des.nh.gov/dwspp) or call 271-7061 for additional information.

**What is a PCS Management Program?** A PCS management program is the most important component of a public water system's source protection program. Its purpose is to manage the PCSs that were inventoried in Section 3. The educational mailing discussed in Section 5 is part of your management program. Large public water systems must also conduct in-person inspections at all PCSs to ensure compliance with New Hampshire's *Best Management Practice (BMP) Rules Env-Wq 401* (formerly Env-Ws 421). BMP Rules are common-sense regulations aimed at preventing activities that could result in a release of hazardous substances.

**What is a BMP inspection?** A BMP inspection is a visit to a PCS to observe the facility for compliance with the BMP Rules. The purpose of an inspection is to educate PCSs about safe practices to use when storing, handling, or transferring hazardous substances and to make sure they are following those practices. Trained personnel conduct the inspections on an appointment basis. Local enforcement steps may be taken if repeated efforts fail to achieve compliance with BMP Rules at a PCS. The attached BMP Inspection Questionnaire must be filled out and submitted with your application.

**How often are BMP inspections done?** A BMP inspection must be conducted at each PCS in your SWIPA at least once every three years. Each tri-annual round of inspections is done on your own schedule. The deadline for completing your next round of BMP inspections will be listed on your waiver renewal approval letter. Your waiver will not be renewed in three years' time if you do not complete your next round of BMP inspections by the deadline.

No PCSs are located within my wellhead protection area; therefore I do not have to conduct any BMP inspections at this time. <i>If you answered 'Yes' this section is complete. Please sign below.</i>	Yes No
Have you completed your required round of BMP inspections of the PCSs identified for your previous waiver renewal?	Yes No
What is your anticipated schedule for completing your next round of BMP inspections?	
What steps will you take if you can't achieve compliance with the BMP Rules following an inspection?	
Who will be performing your next round of BMP inspections? Has the inspector been trained? If so, when?	
Would the inspector benefit from additional BMP inspection training?	Yes No
For non-municipal systems, or if your SWIPA extends into another town, have you sent the notice in Attachment 2?	Yes    No    N/A

**Is help available?** Yes. The DES provides training to improve your understanding of the BMP Rules and to show you how to conduct inspections properly. This training is provided at no cost to your system and may be done at your premises. Water system operators will receive continuing education hours for the training. Please contact Pierce Rigrod at 271-0688 or [pierce.rigrod@des.nh.gov](mailto:pierce.rigrod@des.nh.gov) to arrange for BMP inspection training or to answer any questions you might have about the BMP Rules or your BMP inspections.

I agree that all of the information on this form and on the map and list of PCSs that I am returning to the DES is complete and accurate to the best of my knowledge. If a waiver renewal is granted I agree to mail or hand-deliver educational materials within the SWIPA as explained in Section 5.

\_\_\_\_\_  
Signature of water system representative

\_\_\_\_\_  
Date

## Section 5. Educational Mailing

### Why do an educational mailing?

The purpose of educating businesses and residents in the SWIPA is to minimize the likelihood of a release of contaminants in the sensitive area that contributes groundwater and runoff to your surface water body. The educational materials inform the reader that they are in your protection area and that their actions could affect the quality of your source of water.

### What do I have to do?

The educational mailing is done after your waiver application is approved. All that needs to be done at this time is to have an authorized representative of this public water system agree to properly distribute the educational materials.

Educational materials are sent to all the PCSs in the inventory you prepared in Section 3, and to all the residents and non-PCS businesses in your SWIPA. Also, post educational materials on your premises where employees, townspeople, visitors, etc. can read them. The DES will send sample educational materials and instructions with the waiver approval letter. After completing your mailing, you sign and return a form certifying that the mailing was done. A certification form will also be sent with your approval letter. **In the box below, write the name and address of the person responsible for the mailing so that the sample materials are sent to the correct person.**

**Name & Address of Person Responsible for Educational Mailing:**

### When do I send the Mailing?

The mailing must be completed within 90 days after you receive your waiver approval letter. A mailing completion deadline will be listed on the approval letter.

**I agree that all of the information on this form and the map and list of PCSs that I am returning to the DES is complete and accurate to the best of my knowledge. If a waiver is granted I agree to mail or hand-deliver educational materials within the SWIPA as explained above.**

\_\_\_\_\_  
**Signature of water system representative**

\_\_\_\_\_  
**Date**

**Submit Completed Application To:** Debra Sonderegger  
NHDES-DWGB  
PO Box 95  
Concord, NH 03302-0095  
Fax: (603) 271-0656  
debra.sonderegger@des.nh.gov

### Checklist of items to return:

- ☐ Original application for each source
- ☐ Copy of map and report with any changes
- ☐ SWIPA Questionnaire
- ☐ BMP Survey Questionnaire

**\*Remember to make a copy for your own files\***